
Date: November 23rd, 2020
To: Committee of the Whole
From: Jeremy Hughes, Information Technology Manager
Subject: Collaborative Sourcing

Background

The Town of Fort Frances (the “Town”) has historically utilized collaborative sourcing through the Local Authority Service (“LAS”) Municipal Group Buying Program for a number of Operations & Facilities Division initiatives, and the Ontario Education Collaborative Marketplace (“OECM”) for several Information Technology (“IT”) Department initiatives, including: desktop computers, servers, software licensing, multifunction printers, etc.

These programs take items, both operating and capital in nature, that municipalities use frequently and procure, through open and competitive bid processes, bulk purchasing discounts for their municipal clients. In addition to the discounted prices, the lengthy and time-consuming procurement process has been completed already, reducing the work required by the Town to that of a simple request for quotations from a list of qualified vendors.

All LAS offerings have undergone a formal competitive bid process, ensuring compliance with purchasing bylaws and trade agreements with no minimum purchase requirements, membership fees, or binding contracts. OECM processes are compliant with the Ontario Broader Public Sector procurement directive for all procurements and do not require a spend or volume commitment from the Town.

Action Plan

As per a report to Council approved on April 13th, 2020 detailing “Enrolment in the LAS Group Purchasing Program”:

“To be able to undertake this type of program, there will have to be an amendment to the Town’s procurement policy, which is currently under administration’s review, as our current policy is silent to this, and any type of group purchasing. Until we have made the amendment, any purchases which would have been awarded through a tender procedure will be brought through Council outlining the process used to secure the [LAS or OECM] group pricing and how those purchases align with the budget allocations as is commonplace when Town policies can not be followed.”

Enrolment in the LAS program requires the execution of an Adoption Agreement through their regional partner Sourcewell with each qualified vendor in the LAS Capital Purchasing Vendor List under the “Technology Solutions” category.

Enrolment in the OECM program requires the execution of Client Supplier Agreements (“CSA”) with each qualified vendor in the OECM Marketplace categories applicable to purchasing by the IT Department.

Recommendation

It is the recommendation of the Administration & Finance Executive Committee that:

- 1) The Town execute an Adoption Agreement with the following qualified LAS vendors:
 - CDW Canada Corp.
- 2) The Town execute multiple Client Supplier Agreements with the following qualified OEM vendors:
 - CDW Canada Corp. (primarily for Lenovo solutions)
 - Compugen Inc. (primarily for HP solutions)
 - Dell Technologies (primarily for Dell solutions)
- 3) The Town's Procurement Policy be amended in the near future to allow the Town to take advantage of these types of procurement solutions from qualified vendors without the need to execute a formal Tender or Request for Proposal process

Attachments

Please refer to the following documents that were attached to this report when it was presented to the Administration & Finance Executive Committee on November 17th, 2020:

- A document titled "CDW - Adoption Agreement" (3 pages)
- A document titled "CDW - CSA - End-User Computing" (34 pages)
- A document titled "CDW - CSA - Networking" (34 pages)

- A document titled "Compugen - CSA - End-User Computing" (37 pages)
- A document titled "Compugen - CSA - Networking" (27 pages)

- A document titled "Dell - CSA - End-User Computing" (32 pages)

Council approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to:

- 1) Authorize Mayor and Clerk to execute an Adoption Agreement with CDW Canada Corp.
- 2) Authorize Mayor and Clerk to execute multiple Client Supplier Agreements with CDW Canada Corp., Compugen Inc., and Dell Technologies
- 3) Amend the Town's Procurement Policy in the near future to allow the Town to take advantage of these types of procurement solutions from qualified vendors without the need to execute a formal Tender or Request for Proposal process